Minutes

Steering Committee Meeting

Meeting called by:	Peter Croteau
Type of meeting:	Scheduled Monthly Meeting
Facilitator:	Dennis Roffman
Note taker:	Brian Smith
Attendees:	Brian Smith – OIT
	Kelly Michael – DMV
	Teresa Williams – Town of Wakefield
	Brian Lumbert – OIT
	Dennis Roffman – OIT
	Peter Croteau – OIT
	Glenn Ott – BearingPoint
	Rachel Henderson – BearingPoint
	Joan Porter – City of Manchester
	Linda Farrell – DOS
	Jim Bronson – OIT
	Betty Ramspott – Sunapee
	Mary Kurkjian – BearingPoint
	Tony Schaffer – City of Manchester
	Chuck Degrace – OIT
	Kirsten Hale – DMV
	Larry Brigden – DMV
	Priscilla Vaughan - DMV

Agenda Topics

I. MAAP Amendment   Chuck

- The MAAP Amendment is on hold until performance test problems are resolved.

II. Performance Testing Problems   Dennis

- Progress has been made regarding Performance Testing Problems and a solution is in the process of being tested. Additionally, the inventory subsystem is being re-engineered for efficiency. It is scheduled to be completed on August 27, 2004.

III. Project Schedule   Dennis

- The Project Schedule delivery date is estimated at mid November, but is contingent upon resolving performance issues. Another possible contingency is the evaluation of enhancements needed.

IV. Major Core Activities   Rachel/Glenn

- Most failover Testing has been completed. IDMS proxy server failover has not been done because of performance tests.

- MAAP specific performance testing is meeting desired metrics. Performance for transactions that require IDMS will begin when IDMS issues are resolved.

- There has been 2-4 weeks of User Acceptance Testing so far. Reports were handed out to provide metrics on test results.

- User manual for training preparation for state and municipal agents is being reviewed and work is being done to finalize.

V. User Training Preparation   Kelly/Priscilla

- Technical training preparation is in the works for MAAP developers.

- Unable to set Train the Trainer dates because of delays with IDMS.

VI. Implementation Activities   Brian

- Phase II of the DOS PC rollout has been completed. Phase III is in progress.

- 125 MA PC's have been rolled out and an additional 40 are on order.

- Training rescheduling dates are to be determined.

- To date, there are 66 Browser towns, 17 Vendor towns, and 1 Vendor city (Concord) on board with MAAP.

VII. OIT Activities   Jim

- There are 11 possible Vendor/City Certification candidates of which two vendors, Interware and BMSI, and one vendor City, Concord has committed to implementation. Progress has been slow in regards to their development. The platform is up and

available for them to use at any time.

- There are 7 people on the State Development Team working on various components and applications for the MAAP system.

VIII. Communications   Dennis

- There are 49 of 84 MA Technical Agreement Signoffs have been received. September 20, 2004 is the deadline to receive the remaining agreements.

- About 25 Towns need to provide Network Diagram Approvals.

- Letters are being mailed to these Towns to request that the Diagrams be sent back.

- Reports of UAT scenario test results have been distributed and reviewed.

IX. Citizen Registration Renewal (COMPASS)   Pete

- The Citizen Registration Renewal has 11 Towns online, and 3 more by October, 2004.

- 65 Registrations have been processed online through COMPASS.

Next Meeting: 1st FI Conference Room September 21, 2004 1:30pm